



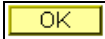


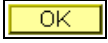
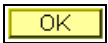
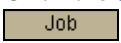
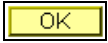




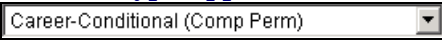
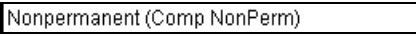
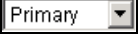



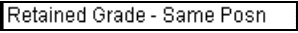






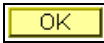
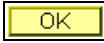


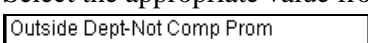
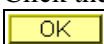
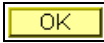
Processing as the Gaining Agency (EHRP to EHRP)



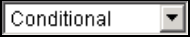

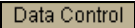




1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the Use link. 
4.	Click the HR Processing link. 
5.	Select the appropriate employee's record. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " HILL ".
7.	Click the Search button. 
8.	Select the desired employee. 
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
10.	Triple-click the Actual Effective Date object.
11.	In the Actual Effective Date field, type the date the reinstatement is to become effective in the system. Enter the desired information into the Actual Effective Date field. Enter a valid value, e.g. " 12/10/2003 ".
12.	Click in the *Action field. 
13.	Enter "REH" (Rehire), in the Action Code field. Enter the desired information into the *Action field. Enter a valid value, e.g. " REH ".
14.	Click in the *Reason Code field. 
15.	Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " REH ".
16.	Click in the NOA Code field. 






17.	Enter NOA (Nature of Action) Code "140" (Reinstatement Career). Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 140 ".
18.	Click in the NOA Ext field. 
19.	Enter the desired information into the NOA Ext field. Enter a valid value, e.g. " 0 ".
20.	Click in the Authority (1) field. 
21.	Enter the applicable authority in the Authority (1) field. Enter the desired information into the Authority (1) field. Enter a valid value, e.g. " KQM ".
22.	Enter Authority (2) , if applicable. Click in the PAR Request# field. 
23.	In the PAR Request # field, enter the applicable PAR Request number. Enter the desired information into the PAR Request# field. Enter a valid value, e.g. " 0000957043 ".
24.	Click the PAR Remarks link. PAR Remarks
25.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter a valid value, e.g. " A01 ".
26.	Press [Tab] .
27.	Click the Ok button. 
28.	Click the Tracking Data link. Tracking Data
29.	Enter any necessary Comment or review comments make by management. NOTE: There is a 30 character limit in the Comment field.
30.	Click the Ok button. 
31.	Click the Personal Data tab. 
32.	NOTE: This page will be populated with information from the previous PAR record. Modify the data as necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
33.	Click the Address Information link. Address Information

34.	<p>NOTE: This page will be populated with information from the previous PAR record.</p> <p>If any of the employee's address data has changed, modify the data.</p> <p>Scroll as necessary to view the rest of the page.</p> <p>Click the horizontal scrollbar.</p> 
35.	<p>Click the Ok button.</p> 
36.	<p>Click the Veterans Info link.</p> Veterans Info
37.	<p>NOTE: This page will be populated with information from the previous PAR record.</p> <p>If any of the employee's data has changed, modify the data.</p> <p>Click the Ok button.</p> 
38.	<p>Click the Job tab.</p> 
39.	<p>Enter the Position number.</p> <p>NOTE: Be sure to select the position from within the appropriate business unit.</p>
40.	<p>The Position Override checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.</p>
41.	<p>Click the Benefits/FEHB Data link.</p> Benefits/FEHB Data
42.	<p>Select the appropriate radio button to indicate FEHB Eligibility.</p> <p>If the employee is Not Eligible for FEHB, enter the date on which they will qualify for the benefit in the FEHB Date field.</p>
43.	<p>Click the Ok button.</p> 
44.	<p>Click the FEGLI/Retirement/FICA link.</p> FEGLI/Retirement/FICA
45.	<ul style="list-style-type: none"> - Confirm the default of "C0" ("Basic Only") or modify the FEGLI Code. - Confirm the default of "K" ("FERS and FICA") or modify the Retirement Plan. - Select the FERS Coverage from the dropdown menu, if applicable. - Select the Previous Retirement Coverage from the dropdown menu, if applicable. - Confirm the default of "9" (Not Applicable) or modify the Annuitant Indicator. - Enter the Annuity Commencement Date, if applicable.

46.	For CSRS Frozen Service , enter the appropriate service time, if applicable.
47.	Confirm the default of "N" or modify the FICA Status-Employee field.
48.	Click the Ok button. 
49.	Click the Position tab. 
50.	Click the SF-113G Ceiling checkbox, if applicable.
51.	Click the Employee Classification list. 
52.	Select the Employee Classification from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference. 
53.	Click the Type Appt list. 
54.	Select the Type Appt from the dropdown menu. 
55.	Click the *Job Indicator list. 
56.	Select the Job Indicator from the dropdown menu. 
57.	Click the Compensation tab. 
58.	Click the Pay Rate Determinant list. 
59.	Select the Pay Rate Determinant from the dropdown menu. 
60.	Double-click in the Step field. 
61.	NOTE: For those employees that do not have a step, "0" should be entered in the Step field. Enter the desired information into the Step field. Enter a valid value, e.g. " 0 ".
62.	If an employee is an annuitant, enter the Annuity Offset Amount as a <u>per</u> hour value. Click in the Annuity Offset Amount field. 
63.	Enter the desired information into the Annuity Offset Amount field. Enter a valid value, e.g. " .75 ".
64.	Click the Expected Pay link. 

65.	<p>Verify the read-only information. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.</p> 
66.	<p>Click the Ok button.</p> 
67.	<p>Click the Accounting Info link.</p> Accounting Info
68.	<p>The Common Account Number (CAN) is a required field and must be entered to process the appointment. Enter the CAN in the Account Code field .</p>
69.	<p>Click the Ok button.</p> 
70.	<p>Click the Employment 1 tab.</p> 
71.	<p>Click the Filling Position Data link.</p> Filling Position Data
72.	<p>Click the Position Filled By list.</p> 
73.	<p>Select the appropriate value from the dropdown.</p> 
74.	<p>Click the Ok button.</p> 
75.	<p>Click the Appt Data link.</p> Appt Data
76.	<p>Confirm or modify the Special Employment Program, if applicable.</p>
77.	<p>Click the Ok button.</p> 
78.	<p>In the Service Computation Dates section, modify the Leave date, if applicable. NOTE: The Service Computation Dates will default to the hire date, modify if the employee has creditable service.</p>
79.	<ul style="list-style-type: none"> - Modify the RIF (Reduction in Force) date, if applicable. - Enter the LEO (Law Enforcement Officer) date, if applicable. - Modify the Retire date, if applicable. - Modify the TSP (Thrift Savings Plan) date, if applicable. - Modify the Sev (Severance) Pay date, if applicable.

80.	<p>NOTE: The WGI Status will default to "Waiting."</p> <p>NOTE: The WGI Due Date will populate automatically. THIS IS WIGI DUE DATE NOT WIGI START DATE.</p> <p>Modify the LEI Date, if applicable.</p> <p>NOTE: The LEI Date is the date of the last equivalent increase for this employee. This is usually the date of the last WGI.</p>
81.	<p>Click the Employment 2 tab.</p> 
82.	Enter the employee's Union Code , if applicable.
83.	<p>Click in the Reports To Position field.</p> 
84.	<p>Confirm or enter the appropriate Reports To Position for the employee.</p> <p>Enter the desired information into the Reports To Position field. Enter a valid value, e.g. "00000028".</p>
85.	<p>Click the Tenure list.</p> 
86.	<p>Select the appropriate type of tenure.</p> 
87.	Enter or modify the employee's compensation area and level in the Comp Level field as applicable.
88.	<p>Enter the completion date for the employee's probation in the in the Probation Date field, if applicable.</p> <p>NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.</p>
89.	As applicable, enter the employee security information in the Security Info hyperlink.
90.	<p>Return to the Data Control tab and change the PAR Status according to your role.</p> <p>Click the Data Control tab.</p> 
91.	<p>Click the Save button.</p> <p>NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents.</p> 
92.	<p>If education information requires updates, use the following navigational path:</p> <p>Home\Develop Workforce\Manage Competencies (GBL)\Use\Education</p>
93.	<p>Click the Home link.</p> 
94.	<p>Click the Develop Workforce link.</p> 
95.	<p>Click the Manage Competencies (GBL) link.</p> 

96.	Click the Use link. 
97.	Click the Education link. 
98.	Select the appropriate employee. Click in the Last Name field. 
99.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " HILL ".
100.	Click the Search button. 
101.	Select the desired employee.
102.	NOTE: This page will be populated with information from the previous PAR record. If any of the employee's education data needs to be updated, modify the data.
103.	Click the Save button. 
104.	The information is saved. End of Procedure.